



## **HUMAN RESOURCES DEPARTMENT**

205 N. River St., P.O. Box 591

Seguin, Texas 78156-0591

Phone: (830) 401-2473 FAX: (830) 401-2499

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### **GENERAL INFORMATION ABOUT APPLYING FOR A POSITION WITH THE CITY OF SEGUIN**

This should provide you with the information that you need to know about applying for a position with the City of Seguin. While this provides information about the process, specific jobs are advertised on individual job announcements.

#### **APPLICATIONS:**

Any applicant who is interested in applying and meets the minimum requirements should submit an application to the Recruitment Coordinator. It is important to include the following information on the application: all education, work experience, licenses, etc. which are related to the position for which applying. It is important for qualification purposes to list all previously held jobs. **ALSO, IT IS MANDATORY THAT THE JOB TITLE AND DEPARTMENT WHERE THE POSITION IS LOCATED BE LISTED ON EACH APPLICATION. APPLICATIONS MUST BE FILLED OUT COMPLETELY; OTHERWISE THEY WILL NOT BE PROCESSED.** This means that all questions must be answered; if a question does not apply, indicate that it does not apply by answering "N/A".

#### **APPLY IN PERSON:**

Applications are accepted in the Human Resources Department, City Hall, 205 N. River, Seguin, Texas 78155 between 8:00 a.m. and 5:00 p.m. Monday through Friday. **BE SURE THAT YOUR APPLICATION IS SUBMITTED BY THE CLOSING DATE/TIME LISTED FOR THE POSITION.**

**APPLY BY MAIL:**

Applications are accepted by mail to: City of Seguin, Human Resources Department, Recruitment Coordinator, P.O. Box 591, Seguin, Texas 78155. **BE SURE THAT YOUR APPLICATION IS MAILED BY THE CLOSING DATE OR POSTMARKED THE CLOSING DATE.**

**APPLY BY FAX:**

If you would rather fax your application to us, our fax no. is (830) 401-2499. Fax to the attention of: City of Seguin, Recruitment Coordinator. Be sure that your application is faxed by the closing date/time listed for the position.

**EEO/AA:**

The City of Seguin is an Equal Opportunity/Affirmative Action employer and does not discriminate against applicants or employees on the basis of race, color, religion, political affiliation or belief, national origin, gender, age, or disability. To declare your disability and have protection of the law, call the EEO/AAP officer at 401-2471. In compliance with the Americans with Disabilities Act, reasonable accommodations can be provided in the application process.

**FEDERAL GOVERNMENT REQUIREMENTS:**

The City of Seguin complies with the Immigration Reform and Control Act of 1986 and requires verification of identity and employment eligibility at time of hire. A list of acceptable documents is included with the application form.

**CRIMINAL HISTORY CHECK:**

The City of Seguin, Texas ("City") is authorized by section 411.28 of the Texas Government Code to perform criminal history record checks on applicants for employment with the City.

Pursuant to this authority, the City must obtain the following information to perform a criminal history record check. This information will be used only for the purposes of obtaining a criminal history record from the Texas Department of Public Safety or other appropriate federal, state, or local agency.

The information you provide will not be used for evaluating your qualifications for employment with the City of Seguin; however, the City will consider your relevant criminal conviction record in determining your eligibility for employment with the City.

**TO ALL APPLICANTS:**

Thank you for your interest in the City of Seguin. Your application will be reviewed to determine if you meet the minimum requirements. The Human Resource Department holds applications for three months. If you are disqualified for any reason or are not selected after interview, you will be notified by mail. Should a position become open within those three months simply call the Human Resource Department and the application will be referred for consideration for the new vacancy.